

PLE PowerPoint Notes per slide:

Slide 2: Here we have the instruction page. The tool, along with the instruction page, is very similar to the recently used tool. The instructions appear to be a bit long and wordy, but they are helpful. Although last year's tool looks similar to the current year's tool, it is very important to use the current year tool. It can be found on the CANS-NSLP page from the Forms section in the upper-right corner of the page.

As shown on this screenshot, links to the various tabs necessary to complete the tool can be found here in the instruction page, as well as the tabs on the bottom of the screen, and also in links throughout pages of the tool.

For purposes of this webinar, we will bypass the instructions provided within the tool.

Slide 3:

The 1st step of completing the PLE Tool is by going to the Unrounded Requirement Finder, and completing Step 1. This can be done by clicking on the link in the instruction page, or by clicking on the appropriate tab at the bottom of the screen.

The easiest way to complete this portion of the tool is to have the SY13-14 PLE Report handy, as previously stated.

Before we go on, it is important to remember that the peach-colored cells are the only cells where data can be entered. When troubleshooting, please consider this as the 1st area to check.

Slide 4:

On the Unrounded Requirement Finder tab, we see 'Step 1' at the top. As stated, we are to enter the 'SY2013-14 Unrounded Price Requirement' in the peach box. This can be found in Box A of the 2013-14 PLE Report page.

- Once this figure is entered into Step 1, a new SY14-15 Weighted Average Price Requirement is automatically generated.

This slide features Step 1 of the 14-15 Tool, which will be filled out by using information from the Pricing Report from the PLE of the previous school year (which is also featured for example purposes). If filled out correctly, there will be an average price requirement featured in the gray box from the SY13-14 Pricing Report. This figure will be used to fill into Step 1 of the current year tool.

- If you do not have the pricing report from the SY13-14 PLE, skip Step 1, and complete the Annual Unrounded Requirement Finder box.
 - We will walk through this step momentarily.

Slide 5:

As described on the previous slide, we are looking at two pieces of information: the Pricing Report from the PLE of the previous school year (SY13-14), and Step 1 of the current PLE Tool (SY14-15).

Again, If the previous PLE was filled out correctly, there will be an average price requirement featured in the gray box from the SY13-14 Pricing Report. This figure will be used to fill into Step 1 of the current year tool.

Once the weighted average price of 2.54 from the previous SY13-14 PLE Report Page is entered into Step 1 of the SY14-15 PLE Tool, we see that the new weighted average price requirement for SY14-15 is 2.65. This figure is based on the previous price requirement and the federal requirement price.

After Step 1 is completed, scroll down and click on the appropriate calculator link. This tool includes three different calculators, based on unique situations by various types of agencies. The three calculators include:

- Price Calculator – which is used if the agency does not supplement non-federal funds

- Non-Federal Source Calculator – which is used if the agency does not raise prices, and non-federal funds are used to cover mandatory increases
- Split Calculator – which is used if non-federal funds are used in conjunction with price increases

The next few slides will be focused on how to find the Unrounded Price Requirement in Step 1, if the previously described SY13-14 Report page is not on hand. If you have the report page from last year's PLE, the next steps are NOT necessary for you to complete.

Slide 6:

If the SY2013-14 Report is not on hand, the tool is still doable, but it will require a couple more steps and a little bit more information.

Scroll down to the box below Step 1 – the Annual Unrounded Requirement Finder. For spatial purposes, we have the Annual Unrounded Requirement Finder displayed on the right side of the slide.

We will look a little more closely at the Annual Unrounded Requirement Finder on the next slide.

Slide 7:

Here we are focusing on the Annual Unrounded Requirement Finder. This table is to be used if the previous Step 1 was unable to be filled out.

Again, as previously stated, the peach cells are the only cells that we can enter data into.

Once we enter in our Weighted Average Price from SY10-11, the tool will automatically calculate Price 1 and, more importantly, Price 2. We will then type Price 2 into the Step 1 section above – hence the matching yellow background displays.

In order to determine the SY10-11 Weighted Average Price, click the blue, bolded link below that states 'If you do not know your SY2010-2011 Weighted Average Price [CLICK HERE](#)'

- Clicking on this link will bring you to a new table to enter lunch specific information

The next slide will focus on the SY2010-11 Weighted Average Price table – which will determine the weighted average price for 2010-11.

Slide 8:

After clicking on the previously stated link to determine the 2010-11 Weighted Average Price, the displayed table is shown.

On this table, we are to enter lunch data based on the number of lunches served within the month of October, 2010, along with the corresponding prices for those lunches.

If there are multiple prices throughout the district, the monthly number of paid lunches must be specific to the specific price.

Do NOT include meal counts of reduced price or free eligible lunches.

We will have an example on the next slide.

Slide 9:

As we can see on our example, we entered our three different lunch prices during the 2010-11 School Year. We then added our Monthly # of Paid Lunches per specific lunch price.

The table calculates, total number of paid lunches for the month, monthly revenue, and determines a Weighted Average Price for SY2010-11 of 2.25.

We will enter 2.25 as our SY2010-11 Weighted Average Price in our Annual Unrounded Requirement Finder box. For navigation purposes, click the blue link below the total line entitled 'Click to go back to Unrounded Requirement Finder'. This is where we will enter our SY2010-11 weighted average price.

This will be demonstrated on the next slide.

Slide 10:

Now that we have our 2010 Weighted Average Price entered, the tool automatically populated Price 2 – the SY2013-14 Requirement price of 2.54.

We will now take our requirement price of 2.54 and enter it into Step 1, as seen on the next slide.

Slide 11:

Once we enter 2.54 into Step 1, the tool provides us with the 2014-15 Weighted Average Price Requirement of 2.65.

Our next step is to scroll down and select the appropriate calculator.

As shown on display of the slide, there are three types of calculators.

1. SY2014-15 Price Calculator – Use this if non-federal funds are not used in support of paid lunches
2. SY2014-15 Non-Federal Source Calculator – Use this if non-federal funds are used, but paid lunch prices are not increased to students
3. SY2014-15 Split Calculator – Use this if non-federal funds are used, and paid lunch prices are increased.

Also, if a school wants credit for excess contribution, meaning the school had remaining non-federal funds to carry forward, they would use the non-federal or split calculator.

We will first look at the SY2014-15 Price Calculator.

Slide 12:

As we can see toward the top of the page, our SY2014-15 Weighted Average Price requirement of 2.65 from the previous tab has been automatically populated on this page. Please note that an optional price requirement with round-down to the nearest 5 cents is provided here as well, if applicable.

The SY2013-14 Weighted Average Price Calculator is listed below. A sample of this table can be seen on the lower-right section of the current slide. We will be using lunch data from October 2013 to determine the 2014-14 Weighted Average Price. We will then be able to determine if a price increase is necessary for SY2014-15.

On this table, we are to enter lunch data based on the number of lunches served within the month of October, 2013, along with the corresponding prices for those lunches.

If there are multiple prices throughout the district, the monthly number of paid lunches must be specific to the specific price.

Do NOT include meal counts of reduced price or free eligible lunches.

We will have an example on the next slide.

Slide 13:

Here we have our example SY2013-14 Weighted Average Price Calculator.

As we can see, we had three specific paid lunch prices. We broke down our number of paid lunches for the month of October 2013 down so that the paid lunches would correspond with their specific prices.

This provided us with totals of the number of paid lunches for the month of October, 2013, the month of revenue, and also the determined 2013-14 Weighted Average Price. We can see that our 2013-14 Weighted Average Price is 2.50. According to our previous slide, our weighted average price requirement is 2.65.

We will continue on the next slide.

Slide 14:

As previously stated, our 14-15 weighted average price requirement from our example is 2.65, and our weighted average price of SY 13-14 from our example is 2.50.

If we scroll down, we will see the results of the information put into the SY2013-14 Price Calculator.

The first box indicates Total Price Increase to reach the Requirement Price of 2.65 (from our example). Please also note the box in gray, which indicated the required price for 2014-15.

- In this situation, it is important to note that there is a 10-cent cap when increasing prices.

Due to the 10-cent cap rule, the agency in the example can increase their weighted average price from 2.50 to 2.60, and still be in compliance.

Below the required price for SY14-15, we see two green boxes. These green boxes indicate price increases and credits to be carried forward, due to the 10-cent cap.

We will provide information on how to determine compliance with a price increase on the next slide.

Slide 15:

If we keep scrolling down in the Price Calculator, we will find Step 3 (Optional).

This is a great place to adjust prices in order to determine price compliance. We will simply enter in the same information that we previously entered above, in the 2013-14 Weighted Average Price Calculator. After this information is entered into Step 3, we can then increase particular prices, and see how the weighted average price is affected.

Slide 16:

Here we have entered in the monthly number of paid lunches used in the SY2013-14 Weighted Average Price Calculator, and applied a 10-cent price increase to all prices.

We can see that we now have met our price requirement of 2.60, with the 10-cent cap.

This table can also be used to help us with the Split Calculator, which we will reference later.

Now, you can go to the 2014-2015 Report, if the standard Price Calculator was used.

However, if one of the other calculators were used, such as the Non-federal or the Split Calculator, we will go through those now, and pick up at the Report later.

Slide 17:

Here we have a screenshot which features the SY2014-15 Report link highlighted.

The link to the report can also be found on the instructions page, and a tab to the report can be found toward the bottom of the screen.

Slide 18:

As we can see, our requirement price is already listed on the Non-Federal Calculator. The Unrounded Price Requirement tab must be completed regardless of which calculator is used.

In the Current Weighted Average Price box, we must enter our weighted average price from SY13-14.

This can be achieved by looking at the SY13-14 PLE Tool, or by determining the weighted average price for SY13-14 by clicking the link to the right of the peach cell, and filling in October '13 paid lunch counts with corresponding paid lunch price.

We would be following the same steps that we previously took when determining the SY10-11 Weighted Average Price, back in slides 8 and 9.

We will continue with the Non-Federal Calculator on the next slide.

Slide 19:

The next table on the Non-Federal calculator asks for us to enter the annual number of paid lunches for **SY2012-13**. This is a little different from other calculators, as we must provide an accurate number of paid lunches for the entire school year of **2012-13**.

Below the year-long paid lunch total table, we must enter the total amount of Non-Federal funds contributed to assist in meeting the SY14-15 PLE requirement. If Non-federal funds were previously used to assist a past PLE tool, these funds can not be counted again.

One piece to keep in mind is that the SFA should keep track of all non-federal funds that are added to the nonprofit school food service account in support of the PLE requirement. If there were excess amounts added than what would have been required, for example, a school was to add 1000, but added 1300 instead, it would be the school's responsibility to include the excess 300 dollar amount for the following year.

We will continue with the non-federal calculator on the next slide.

Slide 20:

Here, we have entered our annual number of paid lunches as 10,000 lunches for the year. The Non-Federal Calculator has determined that in order to achieve the .15 Price Increase, the non-federal calculator multiplies the 10,000 paid lunches for the year by a .15-cent price increase per lunch, to determine a non-federal source contribution of \$1,500.00 must be provided in support of paid school lunch.

Please notice that this table is referencing the total shortfall of a 15-cent price increase. The following slide will discuss the .10 cent cap in relation to the non-federal calculator, as well as sources to be contributed in order to meet the requirement.

Please note that in this example, a .15-cent shortfall for the weighted average price is the equivalent of a \$1,500 shortfall by following the previously described mathematical steps. This information will return later in the presentation.

Slide 21:

To continue - For example purposes, we contributed 400.00 of Non-Federal funds in support of paid school lunch last year. We would enter 400.00 in the peach cell provided.

This drops our Non-Federal Contribution Requirement down to 1,100 – originally from 1,500 – if you remember from the previous slide.

Now, as we previously discussed the 10-cent cap in relation to the standard Price Calculator, we also have a ten-cent cap available in the Non-Federal calculator, which is referenced in the dual gray boxes. Remember, we determined that our annual number of paid lunches was 10,000 paid lunches for the year. When we multiply our 10,000 paid lunches by a 10-cent price increase, instead of the previously used 15-cent increase, we come up with a non-federal contribution of \$1,000.00.

As indicated in the 10-cent cap-dual gray boxes for our example, \$1,000 from a non-federal fund would be necessary to contribute in support of paid school lunch. With this said, if the 10-cent cap rule is used and \$1,000 is contributed instead of the \$1,100, the extra \$100 would be a remaining non-federal contribution carried forward, and would need to be made up in the SY15-16 PLE.

Next, we will go through the Split Calculator.

Slide 22:

We are now on to the Split Calculator. The split calculator is only to be used if prices are going to be increased, and non-federal funds are also going to be contributed in order to minimize the impact of the price increase.

The first step is to enter the paid prices and number of paid lunches sold at each price for October, 2013. Instructions for this step would be the same instructions that were previously discussed on slides 12 and 13.

We have entered our example numbers back into the SY13-14 Weighted Average Price Calculator as the first step in the SY14-15 Split Calculator process. As indicated, our SY13-14 Weighted Average Price is 2.50. This will be important to note as we go forward.

We will continue the Split Calculator process on the coming slides.

Slide 23:

As previously noted, our SY13-14 Weighted Average Price is 2.50. Below the Weighted Average Price Calculator and displayed on the current slide, we have a couple numbers that will probably look pretty familiar with our example.

- First, our Total Price Increase for SY2014-15 is .15-cents.
- Below the total price increase box, we have a required price for SY14-15 of 2.60.

This means that our Weighted Average Price from SY13-14 of 2.50 is 15-cents shy of where it should be, however, if preferred, due to the 10-cent cap rule, we actually only need to increase our weighted average price to 2.60 for SY14-15, and can pick up the shortfall later.

The next box is our 'New Price' box. This is where we enter the new weighted average price for the upcoming school year.

One way to help determine this is by using the 'Optional Step 3' table, which can be found at the bottom of the SY14-15 Price Calculator, and instructions on slide 16.

For example purposes, we will increase our weighted average price from 2.50 in SY13-14 to 2.55 in SY14-15. We have entered 2.55 into the New Price box.

We will continue with the Split Calculator on the next slide.

Slide 24:

2.55 – our new weighted average price, is 10 cents short of the requirement price of 2.65, which we have in the upper right corner of the slide, as a reminder. (Requirement price transition on click)

Next, we have the Non-Federal Contribution portion for the Split Calculator. This is where we will enter our total number of paid lunches from **SY2012-13**.

To stay consistent, we will use 10,000 lunches, as we did in our Non-Federal Calculator section. The Total Required Price Increase is listed at .10-cents, which is determined by finding the difference between the requirement price of 2.65, and the New Weighted Average Price of 2.55, which we decided to increase.

10,000 lunches multiplied by the total required price increase of .10-cents determines that 1,000.00 dollars from a non-federal source would need to be contributed in support of paid school lunches. With this said, we have already increased our weighted average price by 5-cents, so the tool will allow for remaining contribution to be carried forward.

More on this on the next slide.

Slide 25:

The table displayed is where we will enter how much we are going to contribute in non-federal fund dollars. As previously stated and currently displayed, \$1,000 of non-federal source funds plus the 5-cent weighted average price increase would need to be contributed to meet the shortfall from last year's weighted average price of 2.50 to the requirement price of 2.65.

For a reminder, we have our requirement price displayed in the upper right corner (transition on click).

Let me explain: This is determined by looking at our original shortfall of 15-cents, from our Weighted Average in 2013-14 of 2.50 to our requirement price for 2014-15 of 2.65.

We will need to remember our annual number of paid lunches (transition on click). If we multiply our .15-cents by our 10,000 annual paid lunches, we determine that the 15-cent shortfall is the equivalent of \$1,500. This means that a 10-cent increase on 10,000 lunches is the equivalent of \$1,000 dollars.

If we want to use the 10-cent cap rule, our total increase would only need to be 10-cents, or \$1,000 worth, instead of 15-cents, or the equivalent of \$1,500. The remaining 5-cents, or \$500 worth, will need to be picked up in the following year.

If we choose to take advantage of the 10-cent cap rule, we must contribute \$1,000. A 5-cent Weighted Average Price increase to 10,000 annual paid lunches is the equivalent of \$500.00. Since we have

already increased our weighted average from 2.50 to 2.55 (transition on click), we must contribute \$500 of non-federal funds to get to our 10-cent cap of \$1,000.

- Please note that by using the 10-cent cap rule, we have a remaining non-federal contribution carried forward of \$500.00.

The split calculator is probably the most tricky, as we are using non-federal funds and also increasing the weighted average price. Feel free to contact the CANS office with assistance in this process, if necessary.

We will move on to the 2014-15 Report. There is not a graduated button for the 2014-15 Report from the Split Calculator page, so it is necessary to go to the instructions button, and then to the report, or simply click the 2014-15 Report tab toward the bottom of the screen.

Slide 26:

Now that we have reached the SY2014-15 Report, we have one more step.

As we can see, there is a dropdown box, surrounded by peach color. Click the dropdown arrow, and select the appropriate choice.

The 1st option is: Increase SY2014-15 Weighted Average Price

- Select this choice if non-federal funds were not used to supplement paid lunch prices.
- If paid lunch prices were increased or even left alone, the 1st option should be selected.

The 2nd option is: Contribute Non-Federal Sources for SY2014-15

- Select this choice if non-federal funds were used, and paid lunch prices were not increased to the students.

The 3rd option is: Both

- Select this choice if non-federal funds were used, and paid lunch prices were also increased to the students.

Slide 27:

Feel free to contact the CANS office with any questions regarding the PLE Tool. We can be reached by phone @ 605-773-3413, or by email at DOE.SchoolLunch@state.sd.us